

Appendix C.10 – FGP/SCP Letters of Agreement for In-Home Assignments

Requirements:

- (1) According to FGP regulations and SCP regulations ([2552.12\(k\)](#) and [2552.62\(d\)](#) [2551.12\(i\)](#) and [2551.62\(d\)](#)) volunteer stations managing assignments in private homes must develop a Letter of Agreement describing and authorizing the FGP/SCP volunteer activities in each home (**See a sample letter below**). The requirement for Letters of Agreement must be incorporated in the Memorandum of Understanding.
- (2) Letters of Agreement contain a statement authorizing an FGP/SCP volunteer assignment in a person's home and designating the activities to be performed. The agreement also defines arrangements for approximate days and hours of service and the specific plan for the FGP/SCP volunteer's supervision. The person to be served (or their legal guardian), the volunteer station, and the sponsor sign the letter of agreement.
- (3) The Letter of Agreement provides a common understanding of what the senior volunteer will and will not do while on an in-home assignment. The outputs and outcomes of the service activities will contribute to the projects performance measures. Such an agreement is not required for casual or friendly visiting that is not part of a regular, ongoing program of activities organized by a volunteer station. For example, the delivery of meals to a home would normally not require a Letter of Agreement.
- (4) In some cases, projects may work with organizations, such as hospices, which have obtained Letters of Agreement, or equivalent written agreements with their individual clients. In these cases, organizations may sign general letters of agreement covering all of the organization's home based clients and that identify clients to be served and that specify volunteer activities, rather than obtaining individual letters for each client. The Memorandum of Understanding with the volunteer station must reference any such agreements.

A sample letter is available on the following page.



Letter of Agreement for In-Home Assignment

The **ABC Foster Grandparent Program/Senior Companion Program** has been asked by _____ to place

(Volunteer Station)

_____ in the home of

(Name of FGP/SCP volunteer)

(Name) (Address)

The following services are approved by the volunteer station and SCP staff and will be performed by the FGP/SCP volunteer: _____

The volunteer may not be paid for their services. They may not do custodial work or work normally performed by a paid worker.

The Volunteer Station Supervisor for this assignment is:

The FGP/SCP volunteer is requested to serve:

(Day(s) of the Week)

from _____ to _____

(Approximate Service Schedule)

Volunteer services may be terminated by the sponsor at any time upon request of any of the undersigned parties.

Signed: _____

Sponsor Representative

Date

Volunteer Station Representative

Date

Person Served or Legally Responsible Person

Date